

TRANSMITTAL SLIP DATE 2006/02/01 Approved For Release 2006/02/01

CIARDP83-00156R000600010068-7

TO: SSA/DDA

ROOM NO. 7D 10 BUILDING Hqs

REMARKS:

[Redacted]

Mr. Wortman would like you to look at the attached and let him know if there is anything special he should do.

[Redacted]

FROM: O/DDA

ROOM NO. BUILDING EXTENSION

FORM NO. 241 1 FEB 55

REPLACES FORM 36-8 WHICH MAY BE USED.

(M)

NO.

DATE 2 July 1979

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

3 to all -

STAT

[Redacted] is a respected and valued employee of European Division. Her concern for the future of the Agency clerical staff, although not new, is real.

[Redacted]

5-6/7 Good memo
6-8: 'Tis indeed

STAT

7	ADDO	2-2 AUG 1979		
8	DDO	2-2 AUG 1979		
9	EQ/ DDA	8/24		
10	A/ DDA	8/24		
11	DDA	21 SEP 1979		
12	SSA/ DDA			
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SECRET

2 July 1979

MEMORANDUM FOR: Deputy Director of Administration

VIA: AC/European Division
Deputy Director for Operations
Chief, Career Management Staff

FROM: [REDACTED]

SUBJECT: Clerical Promotions

1. As a non-professional GS-07 employee and member of the DDO Secretarial/Clerical MAG, I feel it is time that management is made aware of just how unhappy and dissatisfied the bulk of the clerical staff has become over the years. There is a definite morale problem which must be alleviated in some manner before the Organization loses all the well-trained, dedicated clerical staff which has been overlooked for so long.

2. I can only speak from personal experience but that experience has been sixteen years in the making and is, I believe, representative of the experience of the majority of the clerical staff. My EOD date was 15 September 1963 as a secretary/steno at the GS-05 level because of a shorthand capability. (In the past sixteen years I have used that shorthand perhaps ten times; it is just not used overseas for the most part and DDO case officers who have overseas experience [the majority] do not use it in Headquarters.) I was then assigned to Africa Division as an Intel Assistant and after several months of training in commo, finance, admin. procedures, reports writing, etc., I found myself [REDACTED] expected to know how to do everything and to live on a GS-05 salary. That was not hard to do in those days. My next tour was in Headquarters for almost two years on the DDO/FI/[REDACTED] Staff where I was promoted to GS-06. I then went to [REDACTED] to replace a clerical employee who decided after two weeks that overseas life was not for her. I spent five years in [REDACTED] doing all types of admin support and other duties as the Base got smaller and smaller. It ended with there being just two clericals and one officer. I was promoted to GS-07 in 1968 while in [REDACTED] for high achievement while I was in a GS-07 Admin. Asst. slot. I was expected to do all the finance work, alternate commo work, as well as all the secretarial work, maintain files, be top secret control officer, advise the officer on regulations and finance matters and work with the military (including foreign) in a

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rather specialized liaison situation. I have not been promoted since 1968 because there has been no "head room." All of my Fitness Reports have been O's and S's and I have been recommended each and every year for promotion. I first heard the following words in 1969 from various management personnel: "Oh, we are sorry you did not get promoted, but you realize there is just no 'head room' and we know you will not let that stop you from maintaining your superior, excellent level of work!"

5X1 3. After five years [] I heard how bad the morale and job situation was in Headquarters so I decided to transfer [] where I served 27 months and again was not promoted due to lack of "head room." That did not stop the Station and Base from using my skills where they were needed most and I was shunted around from job to job, filling in for personnel in the Operations Branch, the Support Branch and finally in Registry typing all outgoing telepouches which I was able to handle because of my commo training. Realizing this was not very beneficial for my career, I requested a short-of-tour transfer and returned to Headquarters to find myself without a job but working hard on the [] taskforces, including lots of shift work. In 1975 I received a Commendation from Chief []

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[] slot which was the only position that EA Personnel could find for me since all of my experience/training was in overseas work. There are very few Intel/Admin/Ops Support Assistant positions at Headquarters.

25X1 4. In late 1975, after I had settled in a mobile home I had purchased and after I had decided to continue work on my degree with University of Maryland and was taking a Systems Management course (9 credits), the Organization begged me to accept a TDY [] I accepted and spent a month or so [] I still managed to acquire the 9 credits with an A average while on TDY [] When I returned to Headquarters I was asked to go to [] as the Admin Assistant, a job which had "head room," was a GS-09 position, and combined all the skills I had been trained in. I was assured by EUR Division, the Station, the Base and a member of the IG Staff that this was my chance for that long-awaited promotion because "head room" was there. This was the main reason I accepted the job as the job was not worth it monetarily since I was out of pocket over \$250 per month for the entire two years, paying for my mobile home including lot rent in Manassas. As I was required to depart for [] as fast as possible, I was unable to rent the mobile home, a situation which prevailed the entire two years.

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5. In 1977 I was again not promoted. For the 9th or 10th time my name was submitted through channels for promotion with high recommendations. [] I expected to see my name as one of those who finally was promoted. However, the CMS promotion panel criteria was changed in 1977. It now became a strictly competitive race for promotion; supposedly, "head room" for a specific person no longer mattered and I was again passed over. I do consider this competitive system much more equitable. Again in 1978 I was not promoted but did receive a QSI for sustained high achievement.

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6. This brings us logically up to 1979, another year with no promotion. After waiting to hear the panel rankings for almost a month, I was advised by CMS the following:

CMS: "Sorry, but there are so many people who want to know where they stand that we'll get to you when we can. Is there a reason you have to know? Are you in a hurry for any particular reason?"

[] "No, just because I'm vitally interested in my career, thank you."

I met with [] CMS on 25 June and was told that "had there been 'head room' I would have been promoted because I was third on the list for admin assistants but the System could only promote two, due to lack of 'head room'."

7. Having been passed over for promotion for eleven years, having been told each time that there is no "head room" but that "We know you'll not let your lack of promotion stop you from doing your usual superior job which we've come to expect," you cannot blame me for being upset. That is not my real reason for writing this memorandum. My story can be multiplied by a factor of at least 200 or so people who have made it to the GS-07 level in the clerical field, whether they be a secretary, admin asst., ops support asst., or a combination of all three. Their only hope for promotion is to get out of the clerical field, if they have a college education, and into the professional field.

8. There is something wrong with a system which needs clericals and needs them badly and yet does not reward them for their hard work and dedication. Generally speaking, the most a clerical can hope for is achieving a GS-07 and going no higher. The Organization has demonstrated the need for clerical employees both here and overseas. Africa Division depends heavily on their "jack of all trades" clerical people as does the Near East, East Asia and the smaller places in European Division. All of the Divisions depend heavily on the clerical who has been trained to perform a myriad of duties with little or no super-

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vision. To read most of the clerical vacancy notices one comes to the conclusion that the clerical should walk on water and it really sounds good until your eyes pick out the grade being offered for that position--some of them go as low as a GS-05.

9. It is suggested that the system must be changed if the Organization expects to keep dedicated, well-trained and highly motivated personnel in the clerical field. It seems a form of punishment rather than reward which forces the talented clerical to face up to the fact that in order to get ahead they had better transfer out of the clerical field into the professional field or be faced with the very real possibility of having to retire after twenty-five years on a GS-07 retirement pension, resign or change careers in mid-stream.

25X1 10. Based on my record of achievement, European Division upon my return from TDY [redacted] in March 1979 (again I had to drop my studies for the Organization's needs), identified me as a candidate for professional conversion and placed me in a professional bridge position. Since my return I have managed to complete my course work for my BS Degree with the University of Maryland in Business Administration and am now investigating graduate-level work available in the Personnel Management area. I'm very pleased and saddened by this opportunity for conversion at the same time. It seems that my proven talents as an admin asst/ops support asst/secretary would be better used overseas where those talents are sorely needed. Frankly, there is something drastically wrong with the system and that both clericals and the Organization suffer because of it. Both lose in the long run; the Organization loses the talents and training of someone in whom they have invested much time and money and the clerical loses the joy, yes joy, of doing a job which gives her great personal satisfaction but a job which offers nothing in tangible rewards. I am pleased to be given the opportunity to work toward conversion to professional status in 1980 but sad that I must give up a job I've enjoyed for so long but which I can no longer afford to do.

11. It is suggested that the Agency Management take a long, hard look at clerical slots and face the fact that they should be upgraded to provide promotion to the higher levels in the clerical field. Otherwise, the Organization will find itself with continually having to train new clericals as those who have demonstrated professional capability opt for either professional status or a new job altogether, outside the Agency.

[redacted]
EUR/[redacted]

All portions of this Memorandum
bear the classification of SECRET.

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Distribution:

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